

GENERAL INSTRUCTIONS

All schedules are to be completed as prescribed by the instructions outlined herein. Review these instructions thoroughly before completing and submitting the Staff Management Planning requests. Questions should be directed to the Office of Classification and Compensation of the State Personnel Board.

Fiscal Year 2005 Personal Services Budget Requests are due to the State Personnel Board on August 1, 2003. Agencies should submit a complete copy of their Budget Request for Fiscal Year Ending June 30, 2005, as is also submitted to the Legislative Budget Office (LBO). In addition, agencies must submit a completed copy of the FY 2005 Human Resources Needs Narrative (See Attached) for each subagency and a complete proposed organizational chart with all requested new positions and reallocations easily identifiable.

Detailed letters of justification are not required for each individual request on August 1, 2003. Job Content Questionnaires (JCQ) are only required for Reallocation requests. In regard to New Positions, JCQ's are only required for those new positions actually funded during the Fiscal Year 2005 appropriation process and implemented effective July 1, 2004. Detailed justification will be required at that time only if the agency is proposing a change to the occupational classification of any new position or reallocation previously recommended for approval. For information technology positions, Role Description Questionnaires (RDQ) are required for New Position and Reallocation requests.

The following are instructions and guidelines to follow when submitting your FY-2005 Personal Services Budget Request:

1. Any typographical errors, including, but not limited to, incorrect occupational codes or PINs, must be corrected by August 15, 2003. **No amendments or additional documentation will be accepted after August 15, 2003.** Agencies submitting requests after August 15, 2003, will be instructed to resubmit such requests for Fiscal Year 2006.
2. Personal Services Budget Requests should be entered on-line using Schedules A, B, C, D, E, F, G, H, I, J, and K in accordance with the Wage, Salary, and Fringe Benefits section of SPAHRS (Statewide Payroll and Human Resources System) Human Resources Training Workbook.

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3. The following publications of the State Personnel Board should be consulted to ensure accuracy in the preparation of materials to justify all requests:

Policy Memorandum No. 1 - FY 2004, (April 17, 2003)

Policy Memorandum No. 2. - FY 2004, (April 17, 2003)

Policy Memorandum No. 5 - FY 2004, (April 17, 2003)

Schedule of Authorized Reclassifications, (to be forwarded June 2003)

Special Compensation Plans, (to be forwarded June 2003)

Additional copies and relevant information concerning these documents may be obtained from the Office of Classification and Compensation.

4. Do not duplicate PIN entries on Schedules B and C.
5. All job codes, job titles, and starting salaries should be derived from SPAHRS except where a new job title is requested in conjunction with a request for reallocation or a new position.
6. All proposed salary increases resulting from reallocation or reclassification will be calculated by SPAHRS using the promotional formula as outlined in the Variable Compensation Plan, Policy Memorandum No. 2 - FY 2004.
7. Once all information has been entered into SPAHRS the Inventory Screen should be used to facilitate transmission of the budget request to the State Personnel Board. The five (5) panels of this screen should also be used as a checklist for required documentation. This screen is entitled Agency Budget Schedule Inventory and may be found by following the path **PW, BR, SI** within SPAHRS. Further instructions for this process can be found in the Wage, Salary, and Fringe Benefits section of the SPAHRS Human Resources Training Workbook. **The Inventory Screen should be completed and transmitted by all agencies even if no request is made by the agency.** Agencies with no requests will complete the required fields with zeros.
8. Agency Program Budget Data for FY 2005 must be completed in accordance with instructions contained in the Mississippi State Personnel Board Policy and Procedures Manual. Agencies receiving changes in programs must provide the State Personnel Board a copy of the letter from the Department of Finance and

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Administration and/or the Legislative Budget Office indicating the new program(s) or the elimination of existing programs.

Agencies will be required to enter the Agency Program Budget information into SPAHRS by following the path **AG, MA, PB**. Please reference the SPAHRS Human Resources Training Workbook - Agency segment for procedures regarding this process.

9. Only one (1) copy of all documentation is required. The originally submitted package, and amendments, will be considered the Official Budget Request for the agency.
10. Failure to submit documentation for a request in accordance with these instructions will preclude review by the State Personnel Board and will subsequently result in a recommendation of denial to the Legislative Budget Office and the Department of Finance and Administration.

SPECIAL NOTE: REQUESTS TO CREATE NEW JOB CLASSIFICATIONS

Only those requests submitted in conformance with State Personnel Board policies and procedures will be analyzed for consideration. Agency-unique classes are normally discouraged. Only those requests for new classes which involve emerging technologies or result demonstrably in the elimination of existing classes will be considered. Requests for new classes must include valid salary survey data justifying the proposed pay range as certified by the agency director and submitted on the Agency Salary Survey Data form SPB 411.c.88 (Rev 3/93). New occupations should be requested in accordance with the Occupation section of the SPAHRS Human Resources Training Workbook.

SCHEDULE A: REQUEST FOR NEW POSITIONS

New positions may be requested as specified below. State Personnel Board policy is to recommend additional positions only in those cases where programs are added to the agency's budget by the Mississippi Legislature, new positions are necessary for the continuation of an existing program, or there has been an expansion of an existing program or existing workloads.

The following documentation is required to support a request for new positions:

1. An organizational chart(s) identifying where each requested new position is to be utilized. Charts must reflect the position's title, starting salary, FLSA code, and

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organizational code. If the position is to be non-state service it should be indicated by showing the exclude code in parentheses (e.g. X - 16).

2. If a new classification is being requested, a proposed class specification and salary survey form SPB 411.C-88 (Rev. 3/93) must accompany the request.
3. Written justification as required in “**Section I. New Positions (SPB Schedule A)**” on the **FY 2005 Human Resources Needs Narrative**.
4. A Role Description Questionnaire (RDQ) must accompany all requests for new information technology positions.

In addition to submitting the above-mentioned documents to the State Personnel Board, agencies will be required to enter requests for new positions into SPAHRS. Please reference the SPAHRS User Training Workbook - Wage, Salary, and Fringe Benefits section for procedures for entering requests for new positions into SPAHRS.

FUNDING FOR EXISTING VACANT POSITIONS

Funding for existing vacant positions not currently funded may be requested by providing written justification by office.

The following documentation is required to support a request for funding for existing vacant positions:

1. An organizational chart(s) identifying where each requested position is currently located. Charts must reflect the position's title, starting salary, FLSA code, and organizational code. If the position is non-state service it should be indicated by showing the exclude code in parentheses (e.g. X-16).
2. Written justification as required in “**Section II. Funding for Existing Vacant Positions**” on the **FY 2005 Human Resources Needs Narrative**.

SCHEDULE B: REQUEST FOR REALLOCATIONS

When requesting the reallocation of a filled position, the agency must anticipate the incumbent meeting the minimum qualifications of the proposed job classification at the time of implementation.

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The following documentation is required to support a request for reallocation:

1. Written justification as required in “Section III. Upward Reallocations (SPB Schedule B)” on the FY 2005 Human Resources Needs Narrative.
2. Current and Proposed Organizational charts. Charts must reflect the position’s current and proposed titles, starting salaries, FLSA code(s), and organizational code(s). If the position is non-state service it should be indicated by showing the exclude code in parentheses (e.g. X-16).
3. Job Content Questionnaire(s) supporting the proposed reallocation request(s).
4. A Role Description Questionnaire (RDQ) must accompany all requests for reallocation of information technology positions.
5. If a new classification is being requested, a proposed class specification and salary survey form SPB 411. C-88 (Rev. 3/93) must accompany the request.

SPECIAL NOTE: REALLOCATION REQUESTS PREVIOUSLY APPROVED AS A PART OF THE FY 2004 BUDGET REQUEST

Reallocations previously submitted and approved by the State Personnel Board but not implemented for FY 2004 may be included in the FY 2005 Personal Services Budget Request. Because these reallocations have already been recommended for approval, the FY 2005 Human Resources Needs Narrative should simply identify which requests are being carried forward from the previous year’s request. The narrative should also indicate the continued need for the request(s) and certification that the organizational placement and duties of the position(s) have not changed. These positions should also be entered into SPAHRS for FY 2005.

Agencies will be required to enter requests for budgeted reallocations into SPAHRS. Please reference the SPAHRS Human Resources Training Workbook - Wage, Salary, and Fringe Benefits section for procedures regarding this process.

SCHEDULE C: REQUEST FOR RECLASSIFICATION

Reclassification requests may be submitted for positions allocated to a job series wherein movement from one level to another is dependent upon acquisition of licensure, certification, registration, or sufficient experience to perform at the journeyman level. Such requests may only include those job classes listed in the Schedule of Authorized Reclassifications for Fiscal Year 2004.

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Agencies will be required to enter requests for reclassifications into SPAHRS. Please reference the SPAHRS Human Resources Training Workbook - Wage, Salary, and Fringe Benefits section for procedures regarding this process.

SCHEDULE D: EDUCATIONAL BENCHMARK AWARD

Requests for Educational Benchmarks will be submitted in accordance with procedures outlined in the State Personnel Board Policy and Procedures Manual, and the Variable Compensation Plan for Fiscal Year 2004.

Agencies will be required to enter the Schedule D information into SPAHRS. Please reference the SPAHRS Human Resources Training Workbook - Wage, Salary, and Fringe Benefits section for procedures regarding this process.

SCHEDULE E: SPECIAL COMPENSATION PLAN/EXPERIENCE BENCHMARK AWARD

This schedule is used to request funds for salary increases authorized under an FY 2004 Special Compensation Plan based upon an employee's years of experience. An example of the use of this schedule is to request funds to compensate an Academic Teacher I, II, or III for an additional year of teaching experience.

The following information is required to support a request for Special Compensation/Experience Benchmarks:

1. The type of special compensation plan(s) and number of positions requested under each plan as required in **Section VI. Special Compensation/Experience Benchmarks (SPB Schedule E)** on the **FY 2005 Human Resources Needs Narrative**.

Agencies will be required to enter the Schedule E information to include projected implementation costs into SPAHRS. Please reference the SPAHRS User Training Workbook - Wage, Salary, and Fringe Benefits section for procedures regarding this process.

SCHEDULE F: CALLBACK PAY: CURRENTLY AUTHORIZED

This schedule is used only to request Callback Pay for those occupational classes that are already authorized for such pay.

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Callback Pay is provided to individuals in a designated occupational class who are required by the appointing authority to return to work after regularly assigned working hours to perform emergency services.

Estimated costs should include any adjustments for proposed reallocation or reclassification of positions authorized payment of Callback Pay.

Agencies will be required to enter the Schedule F information to include projected implementation costs in SPAHRS. Please reference the SPAHRS User Training Workbook - Wage, Salary, and Fringe Benefits section for procedures regarding this process.

SCHEDULE G: ADDITIONAL COMPENSATION NOT CURRENTLY AUTHORIZED

This schedule is used to request funding for Additional Compensation, other than FLSA overtime, for occupational classifications for which the agency is **not currently authorized**.

The following information is required to support a request for Additional Compensation (Not Currently Authorized):

1. The number of positions anticipated being paid additional compensation and written justification for additional compensation NOT currently authorized as required in **Section VIII. Additional Compensation (Not Currently Authorized) (SPB Schedule G)** on the **FY 2005 Human Resources Needs Narrative**.

Projected costs should include any adjustments for proposed reallocation or reclassification of positions for which additional compensation is requested.

Agencies will be required to enter Schedule G information to include projected implementation costs into SPAHRS. Please reference the SPAHRS User Training Workbook - Wage, Salary, and Fringe Benefits section for procedures regarding this process.

SCHEDULE H: FLSA OVERTIME CURRENTLY AUTHORIZED

This schedule is used to request funding for overtime compensation for nonexempt FLSA status positions which are presently coded to receive payment for overtime.

Estimated costs should include any adjustments for proposed reallocation or reclassification of positions authorized payment of FLSA overtime.

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Note: For law enforcement officers on a 28-day work cycle, the base compensation is projected for 160 hours in a 28-day cycle. Hours worked from 161 to 171 maybe paid at straight time. For hours in excess of 171, compensation must be calculated at time and a half.

Agencies will be required to enter the Schedule H information to include projected implementation costs into SPAHRS. Please reference the SPAHRS User Training Workbook - Wage, Salary, and Fringe Benefits section for procedures regarding this process.

SCHEDULE I: FLSA OVERTIME NOT CURRENTLY AUTHORIZED

This schedule is used to request funding for overtime compensation for nonexempt FLSA status positions which are not currently coded to receive payment for overtime.

The following information is required to support a request for Additional Compensation (Not Currently Authorized):

1. Written justification for overtime pay NOT currently authorized as required in **Section IX. FLSA Overtime Pay (SPB Schedules H and I) on the FY 2005 Human Resources Needs Narrative.**

Projected costs should include any adjustments for proposed reallocation or reclassification of positions for which FLSA overtime payment is requested.

Note: For law enforcement officers on a 28-day work cycle, the base compensation is projected for 160 hours in a 28-day cycle. Hours worked from 161 to 171 maybe paid at straight time. For hours in excess of 171, compensation must be calculated at time and a half.

Agencies will be required to enter the Schedule I information to include projected implementation costs into SPAHRS. Please reference the SPAHRS User Training Workbook - Wage, Salary, and Fringe Benefits section for procedures regarding this process.

SCHEDULE J: REQUEST TO CHANGE STATUS OF POSITIONS

This schedule is used only to request the change of status of currently authorized positions from part-time to full-time or full-time to part-time or time-limited to permanent or permanent to time-limited.

The State Personnel Board acknowledges change of status requests, but makes no recommendations.

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Agencies will be required to enter the Schedule J information into SPAHRS. Please reference the SPAHRS User Training Workbook - Wage, Salary, and Fringe Benefits section for procedures regarding this process.

SCHEDULE K: STANDBY PAY CURRENTLY AUTHORIZED

This schedule is used only to request Standby Pay for occupational classes for which these payments are currently authorized.

Standby Pay is provided to individuals in a designated occupational class who are required by the appointing authority to be on call after regularly assigned working hours to perform emergency services.

Estimated costs should include any adjustments for proposed reallocation or reclassification of positions authorized payment of Standby Pay.

Agencies will be required to enter the Schedule K information to include projected implementation costs into SPAHRS. Please reference the SPAHRS User Training Workbook - Wage, Salary, and Fringe Benefits section for procedures regarding this process.

REQUEST TO ABOLISH POSITIONS

Requests for position abolishments should be submitted on-line in accordance with the Position section in the SPAHRS User Training Workbook.

STATE EMPLOYEE MANAGEMENT TRAINING ACT REPORTING

Senate Bill 2236 which was passed in the 2003 Regular Legislative Session requires all state agencies to submit to the State Personnel Board at the beginning of each fiscal year a report specifying the amount of funds spent on management training in the previous fiscal year. The State Personnel Board will in turn submit to the Legislature a report on the amount of funds spent on management training by each state agency and the effectiveness of that training as measured by the board's performance objectives.

Management Training is defined as any program of study or training course that is designed to provide supervisors/managers with information for skill development in topics pertaining to their supervision of employees or programs. Such topics could include but are not limited to: organizational communication, conflict resolution, legal liabilities, budgeting, human resource development, and leadership skills.

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The following are instructions and guidelines to follow when reporting on management training:

1. Agencies should report on funds expended by subagency.
 2. The reporting period should be July 1, 2003 through June 30, 2004.
 3. The amount should include funds expended through the State Personnel Board, as well as all other trainers to include funds spent in state and out of state.
 4. The amount should also indicate how much of the total was spent on travel.
 5. The amount should be broken out by funding source (general, federal and/or other funds).
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FY 2005 HUMAN RESOURCES NEEDS NARRATIVE

AGENCY NAME/NUMBER:

I. New Positions (SPB Schedule A)

Reasons for requesting new positions:

- New Positions required for Proposed New Programs.
 - New Positions required for Continuation of Existing Programs (ie. Increase in workload or reevaluation of manpower needs to adequately continue program activities).
 - New Positions required for Expanded Programs/Workload (ie. An existing program has taken on additional responsibilities).
1. Total dollar amount requested for new positions:
 2. Justification (By Office):
(Submit appropriate statistical data, percentage increases, or other supporting documentation relevant to workload and/or growth as it specifically relates to the number of new positions requested).
 3. By program, explain methodologies used to determine the number and classifications of positions requested.
 4. List goals not achieved because of a need for requested new positions.
 5. If a new class is requested, please explain why a current class cannot be utilized.

II. Funding for Existing Vacant Positions

1. Total dollar amount requested for vacant positions:
2. Justification (By Office):
(Submit appropriate statistical data, percentage increases, or other supporting documentation relevant to workload and/or growth as it specifically relates to requested funding for existing vacant positions).
3. List goals not achieved because of a lack of funding for identified vacant positions.

III. Upward Reallocations

(SPB Schedule B)

Reasons for requesting reallocation(s):

- Material change in employees' scope of responsibilities/duties.
- Change in agencies' need for position. (Vacant positions)
- Change within a series when the agency and/or class series is not authorized for reclassification.
- Changes in technology.

1. Total dollar amount requested for budgeted upward reallocations:
2. Justification (By Office):
3. If a new class is requested, please explain why a current class cannot be utilized.

IV. Reclassification Information

(SPB Schedule C)

Reclassification requests may be submitted for positions allocated to a job series wherein movement from one level to another is dependent upon acquisition of licensure, certification, registration, or sufficient experience to perform at the journeyman level. Those class series authorized for reclassification have been previously reviewed and approved by the State Personnel Board and may also be referred to as career ladder movements.

1. Total dollar amount requested for reclassifications:
2. Additional Information:

V. Educational Benchmarks

(SPB Schedule D)

To be eligible for an educational benchmark salary increase (up to 5%), an employee must complete requirements which exceed the level of minimum qualifications for education, licensure, or certification listed for the employee's present job class which the employee possessed at the time of appointment into his or her present job class.

1. Total dollar amount requested for educational benchmarks:
2. Additional Information:

VI. Special Compensation/Experience Benchmarks

(SPB Schedule E)

Used to compensate employees within selected occupational classes based on a demonstrated inability to compete satisfactorily for employees in terms of pay or availability.

1. Type of special compensation plan(s) and number of positions requested under each plan:

2. Total dollar amount requested for special compensation plan(s):

3. Additional Information:

VII. Callback Pay (Currently Authorized) (SPB Schedule F)

Paid to individuals in a designated occu class who are required by the appointing authority to return to work after regular hours to perform emergency services which are restricted to the care, preservation, and protection of life and property.

1. Number of positions anticipated to be paid callback pay:

2. Total dollar amount requested for callback pay:

3. Additional Information:

VIII. Additional Compensation (Not Currently Authorized) (SPB Schedule G)

Additional Compensation is supplementary compensation paid to individuals in designated classes to enable an agency to provide delivery of essential services within or outside the confines of a standard work period, schedule, or place.

1. Number of positions anticipated to be paid additional compensation:

2. Total dollar amount requested for additional compensation:

3. Justification for additional compensation NOT currently authorized:

4. Additional Information:

**IX. FLSA Overtime Pay (SPB Schedule H - Currently Authorized)
(SPB Schedule I - Not Currently Authorized)**

FLSA Overtime compensation for non-exempt FLSA status positions.

1. Number of hours of overtime anticipated to be paid:

2. Total dollar amount requested for overtime pay:

3. Justification for overtime pay NOT currently authorized:

4. Additional Information:

X. Position Status Change (SPB Schedule J)

Changes in status of currently authorized positions from part-time to full-time or full-time to part-time or time-limited to permanent or permanent to time-limited.

1. Number and classifications of positions affected:

2. Total dollar amount requested for requested status changes:

3. Reasons for requesting status changes:

XI. Standby Pay (Currently Authorized) (SPB Schedule K)

Standby pay is authorized to individuals in a designated occupational class who are required by the appointing authority to be on call after regularly assigned working hours to perform emergency services.

1. Number of positions anticipated to be paid standby pay:

2. Total dollar amount requested for requested standby pay:

3. Additional Information: